

# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Project Manager</b>
<b>Class Code Number</b>	

### General Statement of Duties

Plans, implements, and manages a variety of complex projects, programs, and activities; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to plan, implement, and manage a variety of complex projects, programs, and activities. The work is performed under the supervision and direction of a department head as assigned, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over assigned departmental personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment, with occasional visits to a variety of field sites.

### Examples of Essential Work (Illustrative Only)

- Plans, implements, and manages a variety of complex projects, programs, and activities, including development, oversight, and the provision of information and assistance;
- Ensures compliance with all federal, state, and local requirements for projects, programs, and activities within assigned areas of responsibility;
- Recommends, develops, and implements operational policies and procedures;
- Directly supervises assigned staff, including selecting, training, motivating, evaluating, and recommending disciplinary action;
- Prepares and monitors budget for assigned areas of responsibility, including securing funding through grants and other funding sources as necessary;
- Researches, prepares, and presents a variety of verbal and written information and reports to City staff, various boards and committees, other agencies, and to the City Council;
- Chairs and attends meetings with other City employees, outside agencies, and the public; schedules and hosts public hearings as required;

- Acts as the City's representative and liaison on relevant topics, including but not limited to, responding to questions and comments from the public in a courteous and timely manner; collaborating with involved parties to reach resolutions on identified issues; speaking in public and making public presentations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

Within assigned areas of responsibility:

- Thorough knowledge of applicable Federal, State, and local laws, ordinances and regulations;
- Thorough knowledge of applicable City operations, policies, and procedures;
- Thorough knowledge of applicable principles, practices, and programs;
- Thorough knowledge of research and report preparation techniques;
- Thorough knowledge of the principles, practices, and procedures of supervision, training, motivation, performance evaluations, and employee discipline;
- Thorough knowledge of budgeting principles, funding sources, fiscal monitoring, and the City's budget process;
- Thorough knowledge of recent developments, current literature, and sources of information;
- Thorough knowledge of arithmetic computations, and techniques and methods for technical and statistical analysis;
- Ability to manage and implement a variety of programs, projects, and activities;
- Ability to analyze and interpret complex laws and regulations;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to supervise, train, motivate, evaluate, and discipline staff;
- Ability to prepare, administer, and monitor a budget, and to obtain and monitor other funding sources;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain cooperative working relationships;
- Ability to read and understand difficult and technical regulations and documents;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in a related field;
- Four to six years of related experience, with at least two years of supervisory experience.

**Required Special Qualifications**

- Valid Class C California State Driver's license.
- Certification(s) specific to functional areas of assignment may be required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with occasional visits to a variety of field sites.